



Lowndes County Schools

Home of the Vikings

1592 Norman Drive • Valdosta, Georgia 31601 • (229) 245-2250 • FAX (229) 245-2255

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Request for Proposal (RFP)

PROPOSAL NUMBER #080717 – Clyattville Elementary School Re-roof

Issued By: Lowndes County Schools

Closing Date: August 11, 2017
12:00 pm EST

POC: Jeff Hill, Coordinator – Facilities & Operations

The Lowndes County Board of Education (“the Board”) is requesting proposals for the purpose of retaining an experienced and qualified vendor for reroofing portions of Clyattville Elementary School to include Building 500, the administrative area and the Media Center. Alternate #1, reroofing of the gymnasium.

Location: Clyattville Elementary School
5386 Madison Hwy
Valdosta, GA 31601

Scope of Work:

- Remove and replace shingles, felt, vents, plumbing flanges, etc.
- Reflash valleys, walls & transitions
- Repair/replace any damaged plywood or other material

Inquiries: All inquiries related to this RFP should be directed to Jeff Hill @ 229-412-7316 or jeffhill@lowndes.k12.ga.us.

Submission of Proposals:

- a. Proposals will be accepted at the Lowndes County Board of Education office at 1592 Norman Drive Valdosta, GA 31601 until 12:00 PM on Friday August 11, 2017.
- b. All proposals shall be submitted in a sealed envelope, clearly marked “Clyattville Elementary School Reroof”.
- c. There will not be a public review of the RFP. Results from the submissions will be shared with all vendors submitting following tabulation of best value.
- d. RFP submissions that are sent via fax or email will not be considered.
- e. RFP submissions received late, incomplete, unsigned or in locations other than the address indicated will not be considered.

- f. Lowndes County Schools will not be bound to accept the lowest price or any proposal and reserves the right to accept or reject in whole or part any or all proposals.
- g. All costs incurred in preparation, presentation or submission of the RFP response shall be borne solely by the vendor.
- h. Any proposal submitted in response to this RFP will become irrevocable upon closing time.
- i. Vendors shall submit an original, signed proposal form, reference form and contractor affidavit.
- j. Submission of proposal shall be construed to mean that the Vendor(s) agree to carry out all the conditions set forth. Any variation from the stated conditions, terms and conditions shall be clearly identified. If no changes are indicated, LCS shall expect to receive services exactly as specified.

Confidentiality: Responses submitted are subject to the Freedom of Information and Protection of privacy act.

Mandatory Pre-Bid Meeting: All vendors submitting proposals shall attend a mandatory pre-bit meeting on site on Thursday, August 10 at 10:00 AM for the purpose of clarifying the areas affected.

Access to Premises: Vendors shall have reasonable access to the premises in order to ensure quality service work. Vendor/workers shall not be on school property outside of the agreed upon hours of work without permission.

Equipment: Vendors shall, at their own expense, provide sufficient equipment necessary to fulfill contract requirements.

Housekeeping: Vendors shall daily and as a direct o cost of operation maintain standards of housekeeping and sanitation in the immediate areas under its responsibility to the complete satisfaction of LCS.

Utilities: LCS shall provide power and water.

Personnel:

- a. The selected vendor agrees that, at all time, their employees furnishing or performing any of the services specified under this agreement shall do so in an identifiable uniform and in a professional and dignified manner.
- b. Prior to working on LCS premises, the vendor shall subject all of its employoeyes to a Criminal Records Check. Vendor will not permit any of its employees with a Criminal Record to enter LCS premises. In addition, LCS reserves the right to carry out its own Criminal Record Check for the selected vendor and any of the vendor's employees as is deemed necessary.
- c. Selected vendor must be enrolled in and use E-Verify. Contractor affidavit in Attachment 3 must be included in bid submission.

Insurance and License: All bidders are required to furnish proof of license and insurance at the time of bid submission. Minimum insurance guidelines are listed in attachment 1.

Professional References: Vendor shall provide three professional references on attachment 2 and submit with the bid submission.

Theft and Disappearance: LCS shall have no responsibility for the loss, theft or mysterious disappearance of, or damage to, equipment, materials, supplies and other personal property of the vendors or its employees, which may be located at the service area.

Termination: LCS, at its sole discretion, reserves the right and exclusive option to immediately and without further notice, terminate any contract, or part thereof, without further liability and penalty of any kind.

Warranty: Vendor shall provide Standard Five (5) Year Workmanship Warranty.

Attachment 1: Standard Insurance Limits for Services

The following minimum insurance limits apply to vendors doing business with Lowndes County Schools. Coverage type limits are minimums and may be increased as appropriate based on contract value and potential risks:

Workers Compensation

Bodily Injury by Accident – each employee	\$100,000
Bodily Injury by Disease – each employee	\$100,000
Bodily Injury by Disease – policy limit	\$500,000

Commercial General Liability Insurance

Each Occurrence Limit	\$1,000,000
General Aggregate Limit	\$2,000,000
Personal and Advertising Injury Limit	\$1,000,000
Completed Operations Aggregate Limit	\$2,000,000

Automobile Liability

Combined Single Limit	\$1,000,000
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Attachment 2: Provide three references

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Most recent date of service: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Most recent date of service: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Most recent date of service: _____

Attachment 3: Contractor Affidavit Under O.C.G.A. 13-10-91 (b)(1)

By executing this affidavit, the Undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in physical performance of services on behalf of Lowndes County Schools has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify or any subsequent replacement program, in accordance with the applicable provisions of the deadlines established in O.C.G.A. 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A 13-10-91 (b). Contractor hereby attests that its federal work authorization identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Contractor Name

Project Name

SUBSCRIBED AND SWORN BEFORE ME ON THIS _____ DAY OF _____ 20_____

My Commission Expires: _____

(Notary Public)